

Open to: All Georgian Students
Position: Intern in General Service Section
Opening Date: May 14, 2010
Closing Date: May 28, 2010
Work Hours: Part-time, 30 hrs per week
Length of Hire: July - September

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

IMPORTANT NOTICE:
This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;

MAJOR DUTIES AND RESPONSIBILITIES:

The primary purpose of this position is to provide secretarial, clerical and administrative assistance to the GSO office. Incumbent keeps hotel and transportation request registry, updates contacts' database, gathers information for reports. Deals with hotel reservation/airport transportation requests. Drafts routine letters and memos. Makes visa appointments for U.S. Embassy Employees. Controls and distributes incoming/outgoing correspondence

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including but not limited to: Public Administration, International Relations, Journalism, English or Library Science;
- Level IV (Fluent) speak/read/write Georgian and English is required;
- Must be able to organize office records, prepare correspondence; get along well with colleagues; deal tactfully with contacts.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Application for Internship/Resume;
- (ii) Statement of Interest;
- (iii) Written permission from high school/college/university and letter of recommendation;
- (iv) Transcript of academic studies.

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 277707

You may apply on-line using the HROTbilisi@state.gov email address.

Closing Date for this position is: May 28, 2010
Embassy Tbilisi is an Equal Opportunity Employer

Richard A. Marsh
Human Resources Officer